



Request User Log-In Access Special Permission System (SPS)

INSTRUCTIONS:

1. The superintendent or charter school director completing this form authorizes the users identified below to access the Special Permission System (SPS).
 - Provide the **First and Last Names** of each staff member you are authorizing to access the (SPS) and the **Title** associated with each individual.
2. The superintendent or charter school director must sign and date the Request User Log-In Access form.
3. Submit the completed and signed form by either: emailing the scanned form from the superintendent or charter school director's e-mail address to: special.permission@state.mn.us placing "SPS Authorization" in the subject line or mail it directly to Heather Ward – SPS Authorization, Minnesota Board of Teaching, 1500 Highway 36 West, Roseville, MN 55113-4266

ROLES: All identified individuals will be assigned the role of USER, which allows system access to view, add/edit, approve, submit, and upload SPS data for the district.

SUPERINTENDENT or CHARTER SCHOOL DIRECTOR CONTACT INFORMATION

First & Last Name:	Title:
Email:	Telephone:
District Name:	District Number & Type:

AUTHORIZED SPS USER ACCESS LIST

First & Last Name	Title

- I authorize permission to be granted to the staff identified above to access SPS with the rights associated with the role of USER as listed above.
- I understand that any log-in or password instructions issued are for the assigned user's exclusive use pursuant to this agreement and are not to be shared with or delegated to others. I understand my responsibility to maintain procedures within my office that safeguard system access.

**Superintendent or
Charter School Director
Signature:** _____

Date: _____